

5/22/90 Arranged to have MC-86 pumped over on shifts -  
71 million a day production.

5/22/90 Mel Dailey sent up a recorded phone call -  
customer complaint from Ron Gilliam of Portland,  
Maine. Wrote down information from tape  
and gave to Jimmy. Returned the tape to Mel.  
Complaint received by Security on Sunday, May 20.

5/22/90 Called Safety Committee members to remind  
them of Thursday's meeting. Jimmy not here  
to type meeting notice.

5/22/90 Toured 1-12 (Investigation of safety hazards).  
Follow-up on items from 1-12: ① Removable shield  
or guard under case conveyor or extended  
platform to prevent falls from platform to floor  
such as Mary Firman's. ② Need to re-design  
area where employees climb on conveyor to  
unjam cases with only a board to protect from  
falls. ③ Ladder we installed several months ago  
(platform appears to be sufficient, ④ On/off switch  
for conveyor does not lock-out.

5/23/90 Bill Speicher signed Betty Fegentash PA -  
Returned PA to Joe.

5/23/90 Norma wrote Smoke panel procedures for  
Barbara. I reviewed, copied & returned  
to Norma.

5/23/90 Compiled meeting notes for Safety Committee  
Meeting scheduled for tomorrow.

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5/23/90 Obtained "Lockout" video from Kevin Connell for use in mandatory "Lockout/Tagout" classes.

5/23/90 Chris Irving report due today because of holiday. Nothing to report. No change in status of projects - No new projects.

5/23/90 Distributed meeting notice - Safety Committee. (had already called members).

5/23/90 David Applegate said that he will see that PZ Room is copied on Five week production schedule.

5/23/90 Ruth Korb told Medical Department that her doctor wants her to walk part of day and sit down part of day. Diana has assigned her to train/observe with inspector and help Tammy with secretarial duties.

5/24/90 David Decker (Ext 1239) is Engineering Co-op student in charge of PZ Room expansion.

5/24/90 Tammy said that she will take care of the Primary / SPP portions of John Cole's Project Activity report. I will be on vacation next week. Tammy will call Del & Diana.

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5/24/90 William Bell and Karen Deane expressed concern over the downward trend on the Marlboro smoking results (graphs)

5/24/90 I explained that, at the time of the <sup>beginning</sup> trend. (cont) Several experienced panelists had left due to manning adjustments and had been replaced by inexperienced panelists. Explained that many of the panelists are still being trained in taking scale/degree of difference ratings.

5/24/90 Safety Committee Meeting Refer file 15 DS 504 - Safety Committee Minutes / Meeting notices.

5/24/90 An "Eye Wash" video was shown at the Safety Committee meeting. Anna asked to keep the video until the end of the day so that she could show it to the Audit inspectors. She showed the film to the inspectors and returned the video to Kevin Connell before 3:00 pm.

5/24/90 Bill Speicher pointed out that an alcohol container in the HC Room was unsafe. "A" Shift Analytical Technicians said that the container had been placed in the HC Room on "B" Shift yesterday because of special testing and would be removed ASAP. 2055559059

5/24/90 Went with Kevin Connell and Gene to investigate solutions to safety hazards in that area. Kevin asked Gene to write a work order to place a removable shield or guard under platform where Mary Finner fell or extend the platform. Kevin said that he would work with Engineering to redesign area where employees must stand on conveyor to unjam cases. Kevin agreed that the platform ladder placed on 1-12 several months ago is sufficient for unjamming cases in the

5/24/90 Lockout training will begin the week of June 4 and will be completed the week of June 18.

6/5/90 David Decher called concerning the PZ Room modifications. He said he gave new plans to Joe last week. (I was on vacation) Joe is on vacation this week. We will get with Joe when he returns.

6/5/90 Stu Burns said that he wrote a letter to John Skipworth justifying the use of masking tape in the flavor room. He said that I could do the same in order to allow the tape in the PZ Room - He gave me his letter format.

6/5/90 Placed trouble call through Operator at 10:00 AM - No hot water in PZ Room.

6/5/90 Ed Tucker needs contingency plan for converting filler and PZ to VSSS ment new formula. Need to make sure that filler and PZ are switched at the same time (Menthol added to APC flavor to make up for menthol reduction in PZ).

6/5/90 VSSS ment test to evaluate changing of PZ: approved.

6/5/90 Dan Block favors changing to new formula VSSS ment - "Clean break after shutdown"

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6/6/90 Documentation sheets to be used with Safety Showers tester still not received from Loss Prevention. Could not reach Kevin Connell.

6/6/90 Spare tank in P2 Room still not modified. Called Shop.

6/6/90 Called Phyllis Andres to verify 18.6 million daily production schedule for Muriel Murt. Ultra-lights next week.

6/6/90 Preparation for Lockout training. (Class format, etc).

6/6/90 Picked up locks to be distributed in Lockout training from Kevin Connell.

6/6/90 Called Diana Beard. She verified that all LSPP full personnel will be trained (Lockout) at LSPP (Mike Curran instructing).

6/6/90 Sat in on Lockout training class (Tim Moore instructing) to see how much information he could cover in 30 minutes. The class lasted 55 minutes. The extra time involved was due to extensive question and answer session.

6/7/90 Called Tim Moore to make sure no conflict (Conf Rm) in 3rd Shift classes. His are Wed night. Mine are scheduled for Tuesday.

6/7/90 Gave "Lockout Training" memo to <sup>class</sup> Sammy for typing. Coordinated times through Gene, Janice and Anna.

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6/7/90 Called Mel Driley - Water dripping on electrical power box outside lab. We investigated along with security personnel and arranged to have leak fixed.

6/7/90 Distributed memo - "Lockout Training" Class schedule.

6/7/90 Production floors and labs evacuated due to Tornado Warnings. Employees were instructed to go to areas on lower floors - away from windows.

6/7/90 Trained new Regular Panel members.

6/7/90 No menthol spec on Alpine FF 6's. Obtained from Richmond.

6/7/90 Explained equipment inventory to Delmar. Denny unable to work on it due to overhanging on budget.

6/7/90 Preparation for "Lockout" classes (class materials, overheads), reviewed text and video.

6/7/90 Lockout Training classes scheduled:

"A"	• Friday, June 8	9:45 AM	
	• Friday, June 8	11:00 AM	
	Shift	• Monday, June 11	11:00 AM
		• Thursday, June 14	9:45 AM
"B"	• Monday, June 11	3:15 PM	
	Shift	• Thursday, June 14	3:15 PM
		• Tuesday night, June 12	11:15 PM
	• " " " "	12:00 AM	

Additional classes will be scheduled for employees on VAC, STD, etc.

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6/7/90 Scheduled (reserved) <sup>6-1 Q.A.</sup> Conference Room for all scheduled classes.

6/8/90 Instructed two Lockout Training classes ("A" Shift)

6/8/90 Talked with Mary Parney and Betsy Levesay concerning Betty Fegenbush's STD extension. It was felt by all concerned that she is sufficiently recovered to return to light duty. I assured <sup>them</sup> that light duty tasks are available to her in Q.A. Betsy said that she will call Betty's doctor and discuss with him.

6/11/90 Instructed two Lockout Training classes "A" Shift & "B" Shift.

6/11/90 Ordered locks for Peggy Lee and Dennis Price.

6/11/90 Reviewed May Safety Committee minutes.

6/11/90 Alpine Lights 100's SP (6/4 production) will be evaluated tomorrow by the Monitor panel at the request of Customer Services.

6/12/90 Instructed two Lockout Training classes "C" Shift.

6/12/90 Bernie said that Burnett Street personnel will receive Lockout training at the Warehouse (Mike Johnston instructing)

6/12/90 Dorothy Thompson will receive Lockout training with Shipping.

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6/12/90	Investigated accident - Jackie Burton - Finger injury (not recordable). Accident due to missing knot on probe on boxer. It was noted that many machines in factory have knobs missing from probes. Janice Branam will follow-up to have knobs replaced on all machines found to be without them. Sent accident report to Kevin Connell.
6/12/90	Betsy Livesay called and said that she had called Betty's doctor (Refer: pg 93). She explained that we had light duty available for Rev. He still would not allow Betty to return to work until June 25.
6/12/90	Talked with Joe McGrath concerning conversation with Betsy Livesay. He felt that, when Betty returns to work on June 25, she should be assigned to light duty rather than immediately assuming P2 Room duties. I agreed.
6/12/90	Made corrections to Safety minutes draft and returned to Tammy for typing.
6/12/90	Hand carried information to Kevin Connell pertaining to OSHA 29 CFR 1910.1450 - Regulation Concerning "Occupational Exposure to Hazardous Chemicals in Laboratories". He will investigate to find out if this regulation applies to us.
6/12/90	Talked with Kevin Connell concerning safety training programs. He said that mandatory "Personal Protective Equipment" classes will begin after "kickout" training is completed.

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6/12/90 (Cont.) Kevin suggested that we hold-off on other safety presentations until "Lockout" and "Personal Protective Equipment" training is completed. He also said that "Safety Basics" training has been dropped for now.

6/14/90 Talked with Stu Burns concerning a letter he had written to allow the use of masking tape in the Flavor Cookroom. He gave me the format to use to authorize the use of the tape in the PZ Room.

6/14/90 Instructed two "Lockout" training classes - "A" Shift and "B" Shift.

6/14/90 Chris Irving report - Nothing to report - No new "major" projects - no significant change in existing projects.

6/14/90 Went with Denny to Packing floor to check to see if packers should be locked out before swabbing. It was decided that the "Lockout" buttons already on the machines are sufficient. The buttons disengage all start-up mechanisms

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6/14/90 Anna O'Neal brought to my attention that the quality computer terminals on 2-10 and 5-12 are located in potentially dangerous areas due to high traffic, stacking of supplies, location of machinery, etc. She suggested moving the computer terminals to a more isolated area on the Make-Pack floor or, possibly, to the 6-1 Lab. I suggested that we investigate further and, if necessary, put the Safety Committee to work on this one.

6/15/90 Investigated accident - Nancy Foster - While pulling on a case on the bottom row of a pallet to bring it half-way out in order to open one flap to check for quality in the product, a case from the top row was vibrated off and struck her on the hip. (Not recordable)  
 Medical Dept. evaluation - Contusion to right hip. Upon investigation, it was discovered that the cause of the accident was removal of the supporting string for the top row of cases prior to the accident.  
 Prevention: Sam Witten will issue a memo to all Shipping Inspectors to continue to check cases at all levels on the pallet but if it involves a lower level case, the supporting string must be properly in place.  
 (Sent accident report to Kevin Connell.)

6/15/90 Received Spec. Change for VSSS menthol. Plasticizer changed from ML-74 to MC-37. Sent copy to Viola / Jan in PZ Room and instructed them to make sure Betty reads it as soon as she returns to work. Made a note on my calendar to make sure Betty is aware of this when she returns. 205559066

6/15/90 Carl Anderson called and wanted to know what kind of material to use in valc. seals for PZ Room. Needs a material impervious to PZ. I advised polyolefins (polyethylene or polypropylene).

6/15/90 Dan Block said that he would like to move the effective date of the Spec Change for VSSS menthol up to the 18<sup>th</sup> of June. He will call Ed Tucker for formula. Doug Fosel called John Ells. Spec was

6/15/90 Changed. (Effective date 6/17/90). Formula to be faxed to Dan today. This change in dates was due to change in production requirements.

6/15/90 Called Viola and advised her of change in effective date of Spec.

6/15/90 Distributed Safety Committee meeting minutes (May).

6/15/90 Reviewed sign-in sheets to determine how many employees had not attended classes so that make-up classes can be scheduled.

6/15/90 Working with Dan Block to coordinate run-out of Tiller (VSSM) with PZ plug change. Tiller cannot be mixed due to change in A/C flavor necessitated by PZ change.

6/15/90 Viola called concerning high amount of methyl PZ usage projected for next week.

PZ	Gal. Per Day.	
ML 84	331	
ML 86	238	
ML 38	119	
ML 58	218	
ML 37	47	
ML 17	225	

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She said that she thought that she could handle it (with help from Chuck Matteson) but will call me if any problems arise.

6/15/90	Bill Speicher showed the video "Sid" to Staff.
6/18/90	<p>Staff Meeting:</p> <ul style="list-style-type: none"> <li>Medical Dept will offer Blood pressure/Cholesterol Screening next week.</li> <li>A meeting will be held June 26 in the Marlboro Conference Room to discuss problems with Specs, materials, P2 Considerations, etc. - Suggestions needed to improve productivity, quality, cost.</li> <li>Payroll errors discussed.</li> <li>A software training course will be offered "Competitive Edge" Cost per course \$40.00.</li> <li>R&amp;D. Reps. will be in this week to discuss Project Ambrosia.</li> <li>Joe to call Dale Frozier to discuss which department will be responsible for P2 Room improvements &amp; new lines (Budget)</li> <li>Discussed status of "Lockout" training.</li> <li>Project assignments - None to Primary O. A.</li> </ul>
6/18/90	Compiled memo scheduling make-up classes for Lockout training.
6/18/90	Tom Hayes said that Equipment Inventory had been simplified. Bernie should have new book. He also said not to count calculators or office furniture.
6/19/90	Talked with Joe McGrath about VSSS next P2 change. No problems have been encountered with coordinating scheduling.

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6/19/90	Sent out Safety Committee meeting notice - Scheduled for June 22.
6/19/90	Went through equipment inventory sheets that Bernie brought from meeting. Tried to call Tom Hayes - He was out for the day. Returned computer sheets to Bernie.
6/19/90	Distributed schedule - Make up classes for Lockout training.
6/20/90	Investigated accident - Jeff Kupper - Not recordable. Jeff was using a pipette to add Chelant solution to Boiler water for EDTA test. When the top of the pipette broke off under pressure of plunger, he tried to catch broken pieces and stabbed his thumb on a piece of broken glass resulting in a puncture wound. Chelant solution did not make contact with injured skin. Accident attributed to a reflex action. Employee was cautioned to be careful when working with glassware. Sent accident report to Kevin Connell
6/20/90	Thomas (Ext. 5816) in Richmond called about subjective evaluation of Park Project cigarettes. He asked that our smoke panels evaluate cigarettes after "tune & test" to make sure cigarettes are acceptable to ship. Talked with Gene, Anna, Patti and Virginia to make sure cigarettes will be sampled at the tune and test portion of the project for subjectives. Told Barbara that the cigarettes may need to be tested the week of June 25. Cigarettes will be shipped only if they pass subjectives. Richmond Coordinators: Judy Carboni, Chris Irving, Thomas Clark.

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6/20/90 Located Herb Golmen at the Annex to make sure that George Tate (Degerach) will be here for a meeting with the Dixie Suburban Fire Department tomorrow morning concerning warehouse fogging. Herb said that Mr. Tate will attend the meeting. I asked him to call Mel Dailey.

6/20/90 Called Mel Dailey to make sure Herb called him with above information.

6/21/90 Instructed make-up training class (Lockout) 7:15 AM, 2:15 pm and 3:15 pm

6/21/90 Preparation for Safety Committee meeting scheduled for tomorrow.

6/21/90 Smoke panel evaluated Park machine cigarettes vs Control - No significant difference.

6/21/90 Compiled primary portion of Chris Irving's report. Have to Tammy for typing.

6/21/90 Ordered locks for Sam Witten, Anna O'Neal, Janice Branam, Deanna Fredericks and John Spradling. They said that, in the past, they have had to borrow locks to enter silos on weekends.

6/21/90 Specification consolidation meeting - Decided to list:  
• Louisville needs to be notified before additional plasticizers are added.

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6/21/90 Gene said that subjective smoking will be required with each brand changeover on the Park machine.

6/22/90 Q.A. Safety Committee Meeting. Refer File: 150 S 504 "Safety Committee Minutes"

6/22/90 Tammy will handle John Cole's Project Status Report next week - David will be on vacation.

6/22/90 Datti said that she will follow-up on the project of moving Q.A. computers on 2-10 and 5-12 from potentially dangerous areas.

6/22/90 Hand-carried sign-in sheets from "Lockout" training to Kevin Cornell's office.

6/25/90 Vacation  
J. Brown  
6/27/90

7/10/90 Betty assisted pipefitters in drawing of PC lines on 6/30/90.

7/10/90 Meeting with Chuck Stepper and Del Smith - <sup>Anna O'Neal</sup> Pucks of cigarettes will be left in heater section of pack for periods of 5, 10, 15 & 20 minutes and tested for O<sub>V</sub> and subjectives. This is a Taste, Odor, Stale project.

7/10/90 Talked with Anna about sampling for the heater section project. She will give pack closest to heater to me for smoking and the next pack to Del for O<sub>V</sub> on each of the tests.

7/10/90 Talked with Barbara Wayne about Heater section Project

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7/11/90 Hearing test.

7/11/90 Janice Bresnan said that the Export inspectors will monitor Park machine for trans changes - overs.

7/11/90 Park machine will be running BEH 105's Menthol lights all week.

7/11/90 Menthol panel smoked BEH Menthol Lights manufactured on the Park machine against a control.

7/11/90 Menthol panel evaluated "5 minute" Wester section vs. a control.

7/11/90 Worked with Barbara on scheduling of special tests and "Degree of Difference" procedure.

7/12/90 Regular panel evaluated "5 minute" Wester section test Virginia Slims Reg.

7/12/90 Betty to check with Elmore Cook to determine proper disposition of old Formula Plus PZ.

7/12/90 Betty will convert 24 (old Superblime) <sup>menth</sup> formulas to be used in another menthol PZ.

7/12/90 Distributed Safety Committee meeting minutes. (June)

7/12/90 Went over pack OV TDS data with Jel. (Info for Gene and Dan Lynch)

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7/12/90 Chris Drivin - Nothing to report.

7/12/90 Recorded numbers on sign-in sheets, removed extra keys and distributed eight additional locks (for lockout) to Q.A. supervisory personnel

7/13/90 Received memo from Charlie Sell - Factory Trial Run - Bucks. No Q.A. testing was requested in memo.

7/13/90 Received draft (letter to Don Skipworth) justifying use of masking tape in P2 Room from Betty.

7/13/90 83 million ML-17 next week - made arrangements for pumping over on 'B' Shift.

7/13/90 Received few minute test and control samples water section test.

7/13/90 Betty said that a job order is being written for new menthol cooker per David Dickey (Engg.)

7/14/90 Meeting with Skip Johnson concerning Factory Trial run of "Bucks" scheduled for Primary tomorrow. He requested OV samples into and out of P.E. S Dryer. He wants to see if the change in H<sub>2</sub>O content of Bly Spray and casing will have an effect. Should be sampled from beginning to end of run. I supplied him with some plastic bottle for flavor sample to be taken back to Richmond. He called Elmore to inquire about sieves - No sieves are needed. I called Del to make sure she was aware of testing required. Debbie Atkinson will coordinate Make-Pack

2055559074

7/16/90 Regular panel evaluated 10 minute  
Heater samples.

7/16/90 Menthol panel evaluated 15 minute Heater section  
samples.

7/16/90 Received memo from Don Hayes - Follow up  
on Q.A. Safety Committee recommendation.

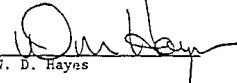
PHILIP MORRIS U.S.A.

I N T E R - O F F I C E C O R R E S P O N D E N C E

Louisville, Kentucky

To: Information Services Date: July 16, 1990  
From: W. D. Hayes  
Subject: Moving of Quality DEC Terminals

Due to safety hazards, Q.A. requests that the Quality DEC Terminal located on the north wall of 2-10 be moved to the east wall of 2-12. The Quality DEC Terminal located on the north wall of 5-12 be moved to the 6-1 Lab Quality Inspection office. A work order has been issued.

  
W. D. Hayes

cc: H. G. Coleman  
R. D. Coleman  
V. A. Henry  
J. M. MacDonald  
A. B. O'Neal  
File

2055559075

7/17/90 Have letter to Don Skipworth to justify  
use of masking tape in the P2 Room to Jimmy  
for taping.

7/17/90 Reviewed status of Safety projects (1-12),  
Make-Bak & Primary.

7/17/90 Menthol panel evaluated 20 minute  
samples - Heater section test

7/18/90 Tammy brought to my attention that (at the "B" Shift Mfg Safety Committee) Sam Critten states that Q.A. Inspectors are still having problems with the trays falling off packers and hitting them when they are doing audits. Investigation revealed that the problem is evident on all three shifts and appears to be plant-wide. This problem is caused by hourly workers not removing trays at proper times and is a breach of established procedure. This situation will be discussed at the next Q.A. Safety Committee with follow-up (probably through Don Hayes).

7/18/90 Del Smith said that they are now using the Wiley mill in the Primary Lab. Training was completed before put into operation and no problems have been encountered.

7/18/90 Went over formula changes with Dan Block.

7/18/90 Gave flavor samples from "Bucks" run to Debbie Atkinson. **2055559076**

7/18/90 Received test-run samples of Bucks Full Flavor and Bucks Lights for Smoke Panel evaluation.

7/18/90 Received samples of Sienna Cigarettes (Project Ambrosia) after test run. Could detect light, sweet, vanilla-type odor in sidestream smoke.

7/18/90 Evelyn Bowling called and requested materials for safety talks as well as suggestions for topics. I sent her "First Comes Safety" and "Electrical Safety" booklets as well as three different types of Safety Contact Cards. I told

7/19/90 Drafted Primary/ZSPP portion of Chris Irving report and gave to Kenny for typing.

7/19/90 Hand-carried letter to Don Skipworth after Bill Speicher signed it. Refer: Pg 104

7/19/90 Because averages in Heaton Section test bordered on "moderate difference" (although still in the "same to slight" limits), it was suggested that the tests be repeated. Chuck Stepp said that he will contact me on Monday to set-up testing.

7/19/90 Regular Panel evaluated Bucks Lights, Bucks Full Flavor and Sienna. Most of the panelists could detect a light, sweet, pleasant odor in the sidestream smoke. This was not detected in the taste (mainstream smoke) in the Sienna cigarettes. Most of the panelists preferred the Bucks Lights over the Bucks Full Flavor. 2055559077

7/19/90 Betty changed her August 20 vacation to August 13 because of a conflict.

7/20/90 Suzanne Glaser called and requested a special (early) evaluation of Alpine 25/100's production from July 16. She said that Customer Service needs to ship on Monday (urgent) to fill an order. I told her that we would smoke them on the Menthol panel this afternoon and call her as soon as results are tabulated. Released 7/20/90

7/20/90 Made note on calendar (December) to be sure and include frequent substitute smokers (Eg. Gregg Murray, Tina Kardon, etc.) in

7/20/90 Cont.)	Smoke Panel incentive awards.
7/20/90	Kevin Connell called and said that he had followed-up on Q.A. Safety Committee concern that Marklift in Breezeway is being stored in "up" position. He said that in the future, it will be stored in the "up" position.
7/23/90	Drafted meeting notice for Safety Committee meeting scheduled for Friday and gave to Tammy for typing.
7/23/90	Received "Safety Performance - June 1990 Louisville Operations" Report from the Loss Prevention Dept. Ruth Korb had 23 lost workdays at the end of June (38 days to date). Q.A. Goal 1990: Lost Workdays not to exceed 59.
7/23/90	Talked with Barbara Wayne about results of recent specials) and possibility of re-running the "Heater Section" special.
7/23/90	Park Machine changed to Bristol Lights <sup>Ultra</sup>
7/23/90	Ruth Korb's leave to be re-evaluated on 7/25/90. Holding-off scheduling of makeup Lockout Training Classes until it is determined whether she will return to work on that date or have her leave extended.
7/24/90	Distributed Safety Committee Meeting Notice.
7/24/90	Smoke Panel (Regular) evaluated Bristol Ultra - Lights (Park Machine Vs. Control) No significant difference.

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7/24/90 Discussed "Heater Section" test with Barbara Wayne and Janice Braxton. It was their feeling that the detectors are working and kicking out packs when left on Heater section on most of the machines in the factory. It was also discussed that the heaters now retract (away from packs) when pusher goes down. Further investigation will follow.

7/25/90 Talked with Dave Miles, Jim Snider and Del Smith concerning recent changes in the Louisville Primary.

7/25/90 Updated "History of Equipment/Process Changes in the Louisville Primary" manual and gave to Jeremy for typing.

7/25/90 Talked with Gene, Janice and Barbara concerning Heater section testing. It was decided that Process Control inspectors will check packers throughout the factory when the machines go down. If any of the machines are found to have non-functional detectors, those machine will be targeted for the repeat of the "Heater Section" smoke panel evaluation.

7/25/90 Reviewed the results of the meeting (mentioned above - Gene, Janice, Barbara) with Chuck Stapp. **2055559079**

7/26/90 Drafted Primary portion of Chris Irving's report and gave to Jeremy for typing.

7/26/90 Menthol meter with improved filter wheels is being calibrated.

7/26/90 Organized discussion material for Q.A. Safety meeting scheduled for tomorrow.

7/26/90 The Menthol and Regular panels evaluated Sierra Menthol and Regular from the test runs of 7/25/90.

7/26/90 The Regular panel evaluated Bristol FF from the Park Machine Va & Control.

7/26/90 P2 truck not ready to pump-in at 2:55 PM. Reason was that guards did not notify Delmar that the truck was ready and the truck was left sitting in holding area instead of the Breezeway. Betty will stay over long enough to start pumping in and Melvin will sign the truck out when off-loading is completed.

7/27/90 Quality Assurance Safety Committee meeting. Refer 1505504 (Safety Committee Minutes).

7/27/90 1:30 meeting with Del Smith. She will be on vacation next week. Reviewed reports, air velocity scheduling, specials, etc. Del said that it will not be necessary to do Mr. Lynch's report next week. Judy Harris will be on third shift, Chuck Masterson on vacation, Cathy Peoples on vacation and (possibly) Thelma Hernandez still on jury duty.

7/27/90 Talked with Janice Branan concerning status of 1-12 safety projects. (Refer Pg 89). She said that Ron Allison told her that Blaine Daugherty is working on some re-decoration of 1-12 but he will assign someone to work on strictly the safety aspect. Ron will call Kevin Connell and ask him

2055559080

7/30/90 Working in Primary Lab - Delon vacation

7/30/90 Meeting to set up Bucks test to be run tomorrow. Jerry Gravel, Judy Barton, ~~and~~ <sup>Joe</sup> Dye and Jim Tosset to handle Sampling point. Joe Mc Grath reviewed test schedule with all persons involved. Richmond Coordinators are Skip Johnson, Lor Shilza and George Hyattaker.

7/30/90 Drafted Primary/LSPF portion of John Cite's Project Activity Report. To be forwarded to Patte, Patte will do her part of report and give to Jeremy for typing.

7/30/90 Alpine Lts 100's (Park Machine) produced 7/16 evaluated by Menthol Panel. These cigarettes had been held for two weeks because of menthol foil.

Working in Primary Lab

7/31/90 Menthol Panel evaluated Park Machine Grand Changeover. Marl Ultra-Lights 100's Menthol

7/31/90 Special test-run in Primary (Bucks).

Samples were collected for OV Exit Survey spray, PE's Cooling, PE's Exit, Exit Right, Cooling Cylinder, Exit Cutting, Exit Length and Exit Flavor Cylinder. No problems were encountered. Cigarettes will be made tomorrow on 2-80.

7/31/90 Cigarette production of Bucks' tentatively scheduled to begin on August 13.

2055559081

7/31/90 Bill Speicher's Staff Meeting. Items discussed concerning Primary, PZ & Safety:

- CV comparisons between factories
- Roadblocks (Quality Improvement)
- PZ Room expansion
- Truck sampling platform modifications
- Hydrogen storage proposals

Bill asked me to prepare an agenda outlining I.S. needs (Primary Q.A.)

7/31/90 Called Diana Beard to find out whether Roche is going to provide USPP Lab personnel with sign-up sheets for working in P.M. State Fair booth. She said she will call me if we need to provide them.

7/31/90 Left sign-up sheets for B & C Shift with Melvin.

7/1/90 Working in Primary Lab -

8/1/90 Called Betty and Primary Q.A. personnel to see who wants to work at State Fair. Distributed sign-up sheet. Dave Joe a list of all interested personnel.

8/1/90 Informed Debbie Atkinson of results of Bucks Primary run so that she could start making test cigarettes.

8/1/90 Faxed CV results from the Bucks test run to George Gatzakis. Copies to Joe McGrath and Skip Johnson

8/1/90 2-8 and 2-10 (in Vol - "A" Shift Sunday) Phelps Andres reported at Wed Staff Mtg. Sheet Metal Men confined. Jerry Travel was informed.

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8/1/90 Talked with Judy Barton about sample methodology. She said she is working on it every day.

8/2/90 Working in Primary Lab

8/2/90 Talked with Joe about sampling of 6's filter. (Same filter every day) in boxes. The same boxes sampled all three shifts for several days before using in Production. Joe said that resampling of boxes is unnecessary except when filter is too high and may be allowed to sit to dry and other isolated incidences. He said to instruct technicians to test only filter that is to be used within three to four hours of the time of the sample. He asked me to forward info to other shifts (effective immediately). He said that he will ask Del to write a procedure for 6's sampling next week. He left a note in Supervisor's Log for Melvin S. Gladys and informed "A" Shift Techs.

8/2/90 Left a note in Supervisor's Log Book for Joe to see me on Monday about 6's procedure.

8/2/90 Talked with Diana Beard. She will be on vacation next week. She said that she could not think of any reason for me to work in LSPR last next week but that it would be a good idea to call technicians daily in case problem arise. Have Joy my beeper number in case they need me.

8/2/90 Faxed appropriation request (D2 Room) to Ed Tucker in Richmond. Joe was sending the information to Ed to be used in a meeting to justify consolidation of some plasticizers.

2055559083

8/2/90 Talked with Denny and Joe about the possibility of Q.A. claiming the PZ consolidation as a cost savings (provided the plasticizers are consolidated). Denny talked with Bill Martz. Bill M. said that he felt that it would be valid since we will be forced to expand the PZ Room if the plasticizers are not consolidated.

8/2/90 Completed ACT suggestion form.

**Action Cost Team Suggestion Form**

Dept. & Cost Center: Q.A. 15D Supervisor: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name: W. Fischer, J. C. McBeth, R. D. Colman Evaluator: \_\_\_\_\_

Situation Now:  
The entire plasticizer preparation and delivery system is in the process of modification to accommodate additional types of PZ as requested by Manufacturing Services. We are \$26,700.00 into a \$171,700.00 project. See attached appropriation request.

Your Idea for Improvement:  
To consolidate plasticizers in order to reduce the number of plasticizers, lines, tanks, agitators required to supply PZ to the 3rd floors and reduce personnel labor. This would be a cost savings of \$145,000.00 + labor required to prepare, test and handle the additional plasticizers.

Advantages:  
Reduce labor hours in PZ Room, Quality Assurance testing areas and Manufacturing. Fewer security breaches. Less yield product due to security breaches.

Give Specific location affected: PZ Room and Delivery system

Other possible evaluators: \_\_\_\_\_

FINAL ROUTING: Canary-ACT, Paul-Administrative, Gold-Evaluator

2055559084

8/3/90 Working in Primary Lab

8/3/90 All Bucks cigarettes from this week's test run to be forwarded to Richmond. No Louisville subjects required. No samples were available for retain.

8/3/90 No problems encountered using revised procedures for testing of 6's filter. (Refer: Pg 112)

8/3/90 Faxed July Coven Comparison data to Robin Holloman in Richmond.

8/6/90 Received Safety Committee Meeting minutes from July meeting. Returned to Tammy for typing.

8/6/90 Brand changes (Park Machine) continue to be monitored by Menthol panel.

8/6/90 Checked with LSPP Lab - No problems. Reminded them to contact me if problems arise.

8/6/90 Reviewed Smoke Panel specials (Regular and Menthol). These included recent testing of Park Machine, Bucks, Branca, and Sienna Regular and Menthol.

8/7/90 Tom Kellens to attend Kentuckyana Hazmat Conference/School on August 17 through 19. This is part of his Emergency Response Team training.

2055559085

8/7/90	Bill Speicher's Staff Meeting:
	<ul style="list-style-type: none"> <li>• Still waiting on communications from Tech Services on P2 consolidation or P2 Room expansion.</li> <li>• Problems with running Hydrogen lines (for relocation of Hydrogen tanks)</li> <li>• OV Comparisons between factories and audit.</li> </ul>
8/7/90	No problems reported - LSPP Lab.
8/7/90	Copied down - unable to distribute safety minutes on "Changes in Primary update"
8/8/90	Meeting with Brenda Strang, Charlie Krausse, Bill Speicher, Joe McGrath and Del Smith. Presentation on OV comparisons between Louisville and Product Audit given by Brenda and Charlie with question and answer session.
8/8/90	No problems reported - LSPP Lab.
8/8/90	Called LSPP Lab to find out information about chemicals (KABA and chloroform) for disposal. Technicians could not find the chemicals.
8/9/90	Jammy said that Chris Irving report has been discontinued.

2055559086

8/9/90 Called Joe McGrath - No word on PC consolidation from Joe Bickett or Ed Tucker.

8/9/90 Security Guard concerned about items stacked - blocking access to electrical panel outside PC room. He thought they belonged to Q.A. Betty Checked into this. Items belonged to Primary.

8/9/90 Assisted Evelyn in repair arrangements for the HP Integrator used for Glen analyses at LSPP. No other problems were reported from LSPP Lab.

8/10/90 640's Formula 93 (Korea) manufactured with tipping in side-seam reservoir and side-seam in tipping reservoir. Arrangements were made to assemble a special Regular smoke panel. Investigation revealed that machine went down when reaching the tipping adhesive. Special smoke panel cancelled - per Bill Speicher.

8/10/90 Received memo from Joe Bickett - "Revised System for Release of Mentholated Foil Products". (Page 117). Distributed copies to Gene, Joe, Bill J, Bill S, Denny, Fred Carney & Suzanne Glaser. Gave copy to Barbara Wayne and discussed it with her. Refer: ISD P175 "Menthof Foil Procedures".

2055559087

8/10/90

AUG 10 '90 07:16 PHILIP MORRIS

PHILIP MORRIS U. S. A.

P.2

## INTER-OFFICE CORRESPONDENCE

RICHMOND, VIRGINIA

To : Distribution  
 From : J. E. Bickett *J. E. Bickett*  
 Subject : REVISED SYSTEM FOR RELEASE OF MENTHOLATED FOIL PRODUCTS

Date: August 9, 1990

Effective immediately the following revised system should be used for release of mentholated foil products.

- 20's must be held for a minimum of ten (10) days from their initial production date to allow equilibration of menthol to take place.
- 6's must be held for a minimum of five (5) days from their initial production date to allow equilibration of menthol to take place.
- All products (20's & 6's) destined for cold storage must be equilibrated for the prescribed time frame prior to entering cold storage.
- Products will be released for shipment on the eleventh (11th) day, if there are no other quality related problems associated with the product.
- Plant QA Manager should continue to monitor analytical smoke data and subjectives routinely.

Any deviation from this procedure must be approved by Technical Services and Plant Management.

JEB:bgb

8/10/90

Tar stains noted around dilution hole on filter of VSSS MENT cigarette after the cigarette had been smoked in Menthol Panel. Several cigarettes in pack were tested. Stains not evident on other cigarettes. Released.

8/13/90

Called Ed Tucker concerning PC consolidation. He was not sure of the status of the project. He said that he will have Elmore talk with Joe Bickett and get back with me.

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8/13/90	I talked with Bill Speicher about delays on P2 consolidation. If plasticizing are not to be consolidated, a new P2 Room must be built (Expanded). Bill said he will bring it up with Joe Bickett on Friday when Joe comes to Louisville.
8/13/90	Regular Panel began evaluating "Bucks" Full Flavor and Lights production. These brands (each production day) will be smoked for 2 weeks (New Brand Evaluation). Panel response was very favorable to both models of the brand.
8/13/90	After talking with Bill Speicher, I instructed Diana Beard to give the KABAT that is being stored in the ISPP Lab to Jay Jones or Don Anderson to be given to Bill Taylor when he returns from vacation. I also talked with Jay Jones concerning this.
8/13/90	Marlboro audit (Regular Panel) temporarily dropped due to start-up of "Bucks".
8/13/90	Menthol panel evaluated Menth Menth from Park Machine
8/14/90	Continue to evaluate Bucks LS & FT. Production will be held until all quality parameters are checked.
8/14/90	Bill Speicher's staff meeting. The following items were discussed:
	<ul style="list-style-type: none"> <li>• B&amp;H De-Mic</li> <li>• Menth De-Mic</li> <li>• Next - (Four Packings)</li> </ul>
	2055559089

(Cont)

- Ambrosia Start-up January 1991
- Marlboro Standardization Memo distributed
- Bill requested that I call Charlie Krausse and ask him to send all analytical and smoke data on menthol foil and new brands to me.
- PZ Consolidation
- OTM
- Pieces of Paper per pound.
- Phone calls computer sheets handed out.

8/15/90 Near-miss investigation - Debbie King revealed:

- Employee was sampling the discharge end of Silo #19 when she put one foot on the rail outside the silo and the other foot on the feed belt inside the silo. The feed belt started up while Debbie was in this position. Gladys Birk grabbed Debbie's arm and pulled her from the silo. This incident did not result in an injury.

The following breaches of procedure were noted:

- When menthol samples are requested, samples (front, middle, rear) are to be sampled from the inside of the silo with the silo locked out.

2055559090

- If a free-fall sample from the discharge end is required, employee is to stand outside the silo and catch the sample in a long-handled scoop sampling device. Silo attendant to start doffers for long enough to sample.
- Hands, feet, etc. are never to be placed on feed belt at discharge end of Silos.

8/15/90 (cont) Gladys Birth and Del Smith were instructed to counsel Debbie concerning proper sampling procedure.

8/15/90 Checked with Sam Witten to make sure that the 'B' Shift Safety Committee is following up on problem of traps falling off machine (putting inspectors in danger of injury). That committee is following up.

8/15/90 Received daily accident summary from Loss Prevention indicating that Myra Howell ("C" Shift Process Control Inspector) had received a contusion to her left knee while removing a case from a conveyor. I was not aware of the accident and had not received an accident report from John Spadling (her supervisor). I asked Gene to have John submit the accident report.

8/15/90 Copied and distributed Safety Minutes (July meeting).

8/15/90 Obtained "Bucks 6's" samples from Doug Fessel for analysis by Peaslaw panel.

2055559091

8/16/90 Distributed Update of Manuals "History of Equipment/Process Changes in Louisville Primary". Sent to Louisville distribution and L.W. Zinske only (Per Joe McGrath) We were unable to locate many of the people on the Richmond distribution due to transfers, etc. Refer file 15DG159 (Changes in Primary) Update.

8/16/90 Called Del to follow-up on Debbie King. She said that she and Gladys had talked with Debbie concerning sampling procedure and emphasized that hands, feet are not to be placed on feed belt.

8/16/90 Called supervisor to set-up make-up Lockout training scheduled for tomorrow at 10:00. Reserved 6-1 Conference Room.

8/16/90 Reviewed class material (Lockout)

8/16/90 Hydrogen alarm improved - can now be heard in all Lab & Office areas w/ C-1.

8/16/90 Regular panel evaluated Bucks' Full Flavor, Lights and C's.

8/17/90 Lockout Training - make-up class completed. Only Bill Taylor remains to be trained.

8/17/90 Accident investigation completed (Myra Howell). Accident report sent to Kevin Connell. Not recordable.

8/17/90 Meeting chaired by Joe Bickett to discuss Specification Consolidation and Improvement Requests

- 2055559092

8/17/90 Copied sign-in sheet from Lockout make-up class and sent to Kevin Connell.

8/27/90 Message from Karen Deane saying that she wants to come to Louisville the week of Sept 24 to evaluate the panels and conduct some training sessions.

(cont.)

8/27/90 (Cont.) She will be bringing ballots currently used in R&D panels and sample cigarettes designed to bring out certain taste characteristics. I tried to call her to confirm, but she was out of her office.

8/27/90 Karen also wants to discuss our panels picking up some special testing now done at R&D and dropping some of the smoking that we are now doing.

8/27/90 Prepared meeting notice for Safety Committee meeting to be held Friday and gave to Tammy for typing.

8/27/90 Regular panel evaluated (cigarettes) left on machine during a smoldering fire on 2-12. All production on the floor had been held from 7:00 PM - 8:15 PM on "B" Shift 8/25/90. The cigarettes from the machine were evaluated because they had the heaviest exposure to the smoke. No significant difference was found when the suspect cigarettes were compared to a control. All production was released.

8/27/90

2055559093  
660

9/24/90 Diluted iodine, normally prepared by Analytical personnel, does not have sufficient strength to check specialized die numbers on paper. Delmar on vacation. We could not locate his iodine crystals to make a higher strength solution. Called Pioneer Chemical - no iodine in stock. Called The Medical Dept. They no longer use iodine. They use a Betadine solution (poison) to clean wounds. Gayle found a bottle of iodine (medicine solution) in a first aid kit. The iodine from the kit was of sufficient strength to check the paper. gave to Gene. He will give to Process Control supervisor who will be responsible for making sure that the solution is handled properly.

9/24/90 Distributed Safety Committee Meeting Minutes - August meeting

9/24/90 Distributed Safety Committee meeting notice for meeting scheduled for Sept. 28.

9/24/90 Received Exit sign from Mel Daily - supposed to be constructed of the same material as fire extinguisher arrows. He needs to order arrows ASAP.

Exit sign: W.H. Brady Co. Stock #45257

Fire Arrow: Safe House Sign Co. Part # S-4-8  
(per Mel D.)

Both Signs available from Our Safety

2055559094

9/24/90 Machine part (door stop for a Focke Boxer) submitted by Doug Schiber - Needs to know plastic composition; says it is an approved Philip Morris part. (Needs composition to order more). I left a note asking Mark Hatch to analyze the plastic on the FTIR on "C" Shift tonight.

9/24/90 Ed Tucker called and said that Aubrey Utz will be in Louisville tomorrow to run a PZ/Plug test using ML84 & 58. He asked me to:

- Check menthol level on last batch of each of these plasticized.
- While running test pull two samples of each PZ for each test, send one sample of each to Ed Tucker and analyze one in Louisville.
- Plugs: Aubrey will split samples with us.

9/24/90 Called Ed Tucker with the following results:

ML-58 Produced 9/13 105.5 mg/ml  
ML-84 Produced 9/24 89.0 mg/ml

20555559095

9/24/90 Regular and menthol Panels evaluated  
DBL Bly Cased vs Uncased.

9/25/90 Tammy Weston called and said that she would like to meet with Bill Speicher and me with Delmar present in one meeting on October 8 and have a separate meeting with Greg Huelsmann on the same day.  
(Cont)

9/25/90 (Cont) She wants to discuss changes (14 points approved through Steve Carroll) in the materials evaluation program designed to make the system function better. She said the changes would have an impact upon the responsibilities of the Materials Evaluation Reps. She asked me if I could try to arrange meetings and get back with her. She can make travel arrangements.

- I checked with Bill Speicher and set up a meeting with Bill Speicher, Delmer, Tammy and myself for 9:00 AM on Oct 8.

- Called Greg Hulsmann and set up a meeting at 10:30 with Tammy and Greg.

- Called Tammy and informed her of arrangements.

9/25/90 While I was on the phone with Tammy, I asked her about fire extinguisher signs. (Refer: Pg 134) She said to order from Brady Co. as they are aware of Philip Morris requirements for plastics. If ordered from Brady, L&D analysis can be bypassed. Called Mel Dailey with this info. He gave me Brady's number.

9/25/90 Called Brady for info on plastics used in fire extinguisher arrows.

W. H. Brady Co., Ind., Ind 317-547-8385

W. H. Brady Co., Milwaukee 1-800-635-7557

2055559096

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9/25/90 GC analysis of plasticizers for special plug test reported to Aubrey Utz. Samples of P2 given to him. Aubrey said there was no need to split plug samples as no Louisville analysis of plugs is required. (Refer Pg 135)

9/25/90 VSSS ment (Total Pack Menthol) samples slightly below lower limit. Released but asked Barbara to double-check the results on these when smoke panel evaluates them (when they are 10 days old)

9/25/90 Mel Dailey called and said that Ron Bokan (working with consultants) and reviewing proposals for Hydrogen storage. He is working with Intersteel.

9/25/90 Gene submitted Cambridge Lights Menthol King Size cigarettes that had been in cold storage for 9 months for OV, Total Pack Menthol, and subjective smoking.

9/25/90 Results of analysis of doorstop for Foche Boxes - Polyethylene, Refer Pg 135, Called Doug Schifer. Analyzed by Mark Hatch)

2055559097

9/25/90 Menthol & Regular panels evaluated special cigarettes (New brands and Richmond Training evaluations - Bly Cased Vs uncased).

9/26/90 Lester Glover from M.C. called and said that Menthol foil produced on 7/20/90 for B&H De-Nic had crystallized. Sue faxed Lester our data for that lot date. Our data was within range established by Operations Services.

100

9/26/90 (Cont)	Lester asked for reasons that menthol foil might crystallize. We told him that the two most common reasons would be exposure to air or exposure to cold.
9/26/90	Lester faxed me an incident report along with a copy of their data. I faxed this information to LMCP.
9/26/90	Menthol and Regular panels evaluated DBC Burley Cased Vs Uncased, new brands: L & M Milds and Marlboro Menthol F7B Full flavor
9/26/90	Bill Speicher's Staff Mtg:
	<ul style="list-style-type: none"> <li>• New Procedure: Out of Spec. Tax and menthol results will be flagged and faxed to Louisville to Bill Speicher's attention.</li> <li>• Metrofit enrollment period - Before Oct. 1</li> <li>• Meeting (Managers QA) in Richmond tomorrow to discuss Analytical training. Louisville will not be represented at meeting but meeting minutes will be sent to Louisville</li> <li>• Technicians may enter silos if their supervisor and a Primary is with them.</li> </ul> <p style="text-align: right;">2055559098</p> <ul style="list-style-type: none"> <li>• Hydrogen tank storage Room - on Hold - Lab may be moved.</li> </ul>

9/26/90 Bill Spucker's Staff Meeting (Cont):  
(Cont)

• Bill asked me to review 4 in 1  
(new procedure from Richmond)

• General Managers and Q.A. Managers  
October 19 Mtgs - Topic: TOS

• October 21 - Meeting at Mastercard

9/26/90 1 308 220 (Fax SMCP)  
1 308 600 (Phone SMCP) 4 mos in office.

9/26/90 Lester Glover called back - Said that 83's  
foil was worse than 100's - all foil rejected.  
I called Ken Rudolph - advised him of situation.  
Ken said he would get with Pete Strang.

9/27/90 Bucks cigarettes placed on hold because  
Bright casing was out. (Precautionary). Let did  
not receive sample before flavor used &  
tobaccin cigarettes. Further testing revealed  
that no essential ingredients missing - Cigarettes  
released. 2055559099

9/27/90 D. G. Turner arrived with a dirty hose. Dashed  
Marty to instruct the driver to find a place  
locally to have hose cleaned or replaced. If this  
cannot be done - truck will be rejected. Driver  
called his dispatcher who told him of a place  
on Fern Valley Rd that would clean hose. Marty  
had broken seals to obtain sample. Called  
Shipping & sent Marty to Shipping for seals.  
Truck rescaled & sent to have hose steamed.  
Lester Turner & Marty will coordinate off -  
loading.

9/27/90 Menthol & Regular panels: Specials (Training Cigarettes), New brands.

9/27/90 Meeting with Keith Wayne and Dan Block to discuss proposed procedure for approval by Q.A. of flavors before application to filler.

9/27/90 Attended Central Safety and Health Committee meeting in Bill Speicher's place.

9/27/90 Virginia Pautenbusch compiled John Cole's Project Activity Report.

9/27/90 Denny Price / Mary Carney submitted a sample of X-O Odor neutralizer to be given to Delmar when he returns from vacation.

9/28/90 Q.A. Safety Committee Meeting.

9/28/90 Dan Block called - Possible menthol contamination in upper silo (Production feels contaminated material isolated & removed) Samples were taken from front, middle, rear and all sides - No menthol, Silo released.

9/28/90 3-8 Changeover on 3rd Shift tonight instead of 1st Shift Saturday (Per Doug Murphy). Informed QC Room personnel. Mark Hatch will handle.

2055559100

9/28/90 Brady Company called back concerning fire arrows constructed of acceptable material. Transferred call to Loss Prevention Dept so that they could record information for purpose of ordering.

9/28/90 Flavor samples (from Walter Skews) were submitted in a more timely manner on "B" shift.

10/1/90 Submitted Cambridge Lights Kings (Cold Storage) to Del (Pack OVI), HC Room (menthol) and Barbara (subjective smoking).

10/1/90 Sent accident report (Judy Harris) to Kevin Connell.

10/1/90 Anna O'Neal obtained control samples for Subjective Smoking (Cambridge Lights - Cold Storage).

10/1/90 Asked Sue Eadens to check out HC at LSPP Lab. Evelyn said she could not get it to work.

10/1/90 Doug Fessel submitted Virginia Slims Menthol Ultra-Lights for subjective smoking. Cigarettes were manufactured with wrong plug wrap. Significant difference was found between test and control - Based upon extreme difference.

10/1/90 X-O sample given to Delmar (Refer Pg 140)

10/1/90 Talked with Ron Gilmer concerning QA Meeting held last week in Richmond on topics of Analytical training. He said he will send copies of everything discussed at meeting including outline of training. We briefly discussed the training program. He said instructors will travel to various locations to conduct training. (16 hours of instruction)

2055559101

10/2/90 Tacked with 1st Shift Analytical Techns on subject of new procedures for flavor sampling and testing before use. Asked for their input.

10/2/90 Bill Speicher's Staff Meeting:

• Analytical Training

- Maths Evaluation Committee changes to be discussed with Janney Weston Monday
- New procedure for sampling of flavors
- Re-organization in Employee Relations (Peggy Johnson retiring)
- Jim Payne working on a new O.A. Chart for O.A.
- Computer issues discussed.

10/2/90 Sue checked GC at Annex - Appears to have a number of things wrong with it - will not run. It was felt that (after GC sat for several months) detector may be oxidized or dirty, column destroyed, injection port clogged, etc. I notified Evelyn that their only course of action would be to call Hewlett Packard Service Rep.

2055559102

10/2/90 Keith Daynes & Dan Block said that Ed Turner wants to set Monday as a date to start requiring that flavors are tested & approved before using in production. They said that they will shut-down lines until analysis/approval received. After some discussion, it was felt that a better course of action would be to:

- Write a procedure and submit to all parties involved for approval.

- Discuss all aspects of procedure with Flavor Room & GC Room personnel.

10/12/90 I talked with Bill Speicher about above procedure and suggested that we try the procedure for a trial period "before "shut down of line" portion implemented - Bill agreed.

10/12/90 Stu Burns will draft above procedure.

10/12/90 Called Greg Huelman - No trucks will be scheduled for Monday, Oct. 8 so that Delmar can attend meeting with Tammy Weston, Bill Speicher and myself.

10/12/90 Received results of OV, Menth and subjective testing (Cambridge Lts Kings - Cold Storage) I will issue a report.

2055559103

10/3/90 Dan Block called and said that the ripper will be in operation on 2<sup>nd</sup> shift Saturday. I told him we would have coverage.

10/3/90 Marty said he would call Marvin and let him know who will cover ripper Saturday.

10/3/90 5 flavor samples brought to lab for analysis at 9:48 AM. Labels indicated that <sup>in</sup> 3 of the 5 samples results were needed by 10:00 AM. Production schedule indicated that the V5M Ultra Lts (AK sample) was scheduled to run at 1:30. I called Stu Burns. He said 45 minutes set-up time and time for recheck (if necessary) and adjustment (if necessary) was included. It was later noted that another flavor sample with 10:00 AM analysis deadline was not scheduled to run until 7:30 PM. No reason was given for this. Stu Burns said that reasonable analysis deadlines would be

10/3/90 (Cont)	incorporated into the procedure he is drafting. (Flavor Sampling before use)	
10/3/90	Attended Doug Murphy's 2:30 Staff Meeting.	
10/3/90	Brand Two changes to be done Sunday because brands are scheduled to work Sat & Sun. Others will be done with absentee replacements & on the run. Further info will be available later in week.	
10/4/90	Called Bob Nordmeyer to see if Hydrogen <sup>1</sup> alarm had been tested this month - he said it was tested last Saturday. Sticker on alarm verified that it was checked on 9/29/90.	
10/4/90	Bill Taylor said that a test had been requested on menthol foil rejects. Denny said that the test had already been run (last April) by Jackie Poteat but no report has been issued. Bill asked Denny and me to work on the report & issue ASAP.	
10/4/90	Second evaluation of Marlboro Lights 100's produced on Panel machine. Initial evaluation had produced negative comments on test cigs. (Regular Panel)	
10/4/90	Results of various models of cigarettes for evaluation of panel/training needs forwarded to Karen Deine in Richmond.	2055559104
10/4/90	All shifts will be covered in QC Room this weekend (Due to number of brands on JT Sat & Sun. and number of changeovers) One tech per shift unless unforseen testing occurs.	

140

10/4/90	Bill Taylor said that Steve Darrad had requested a menthol foil test involving packing & repacking menthol foil cigarettes (rejected for packing defect) to determine saturation point (menthol level). It was decided to meet later and review results of a test that Denny had run previously.
10/4/90	Evelyn called and said that the GC at the LSPP had been repaired but she needed help with the start-up of the instrument & the Glen procedure. I asked Sue to call her and walk her through it.
10/4/90	Talked with Production personnel to confirm changeover times for brands scheduled for this weekend.
10/4/90	Eight brands working Saturday, (6 brands) working Sunday, several changeovers. Set-up tentative weekend schedule for Analytical Overtime for this weekend. <b>2055559105</b>
10/5/90	PM - 80 boxes being sent to LSPP with menthol odor. Keith Sayres said that menthol boxes can be used if all tobacco is dumped out. Mike Curran said he will talk with Rosie about the situation. <ul style="list-style-type: none"> <li>Joe McGrath talked with Ed Turner - Ed said that the decision was based on in-house testing done about a year ago.</li> <li>I called Denny - He found a copy of the report. No recommendation was made by QA. <sup>re-</sup>use of menthol boxes at LSPP. However no transference of menthol was noted in the test.</li> <li>Ed Turner said that he would have no problem with discontinuing the practice of reusing the menthol boxes if Rosie objects.</li> </ul>